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Wyoming Department of Health  
Aging Division

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## Policy Information Notice

**DATE:** March 15, 2005

**PIN #:** NUTR-2005-1

**SUBJECT:** Reporting and Reimbursement of Employee and Volunteer Meals

**TO:** Senior Nutrition Program Providers

This Policy information Notice (PIN) provides guidance related to the provision of staff meals at Elderly Nutrition Program meal sites, and how these meals should be reported on the monthly meal summary. This PIN addresses the following topics:

1. How to determine which employees (kitchen and other staff) are eligible to receive a meal that meets OAA criteria and can be counted as **eligible** on the monthly meal summary.
2. How staff meals are reimbursed.
3. How to determine the amount to be charged for staff meals.
4. How to determine eligible Volunteer Meals.

**\*Eligible meals** are those meals provided to persons who meet the guidelines in the Older Americans Act (OAA), and are reimbursed with funding from the Administration on Aging (AoA).

In the following text, the term "AoA meal" describes a meal that is served to a person who meets the OAA definition for service **eligibility**, and is reimbursed by the AoA Title III-C nutrition program.

### **Staff Age 60+**

Project staff members, who are 60 years of age or older, are **eligible** to receive a meal. The meal may be counted and reimbursed as an AoA meal. Like all AoA meals provided to people age 60+, a donation for the meal **may** be accepted from the senior employee; this donation is counted as program income. Meals provided to employees over 60 years of age may be included in the AoA **eligible** meal count. Exception: Sites that are funded only for Title III-C2 home-delivered meals may **not** include staff members aged 60+ in the eligible count, as those employees **do not** meet the eligibility criteria for the Title III-C2 program.

### **Staff Under Age 60**

Project staff who are **not** 60 years of age or older, and are **not** the spouse of an eligible participant\*, are counted as "staff", and their meals are not AoA eligible. Projects should develop internal policies regarding how they wish to handle staff meals including the amount to

charge the employee for their meal. The number of staff meals served, and any corresponding program income, must be clearly documented. Meals provided to staff less than 60 years of age should be documented on the monthly meal summary form under “Staff”.

### **SUMMARY CHART – Employee Meals**

	Eligible	Non-eligible
<b>Employee is:</b> (regardless of job tasks)	<b>60 years old or older OR the spouse of an eligible current participant.</b> <u>Exception: Staff employed at a center that receives Title C- 2 only.</u>	<b>Less than 60 years old.</b>
<b>Where to show on Meal Summary Report</b>	Include in AoA TOTAL.	Show as “Staff”.
<b>Pay ment for Meal</b>	Employee MAY make a donation.  Donation is documented as “program income”.	Project should have own policies re: payment for staff meals.  Any payment by staff for a meal is documented as “program Income”.  Project may pay for staff meals in accordance with established policies and their procedures, but not with AoA funds.
<b>Reimbursable by AoA Nutrition Program Title III-C funds?</b>	YES	NO

### **VOLUNTEERS**

Volunteers under 60 years of age who provide essential functions during the meal service are eligible for an AoA funded meal, and a donation for the meal may be accepted. The amount of time and or duties performed by a volunteer, in order to receive an AoA eligible meal, should be defined in the policies and procedures of the project.